

## Access and Inclusion Advisory Group

### Terms of reference

#### Purpose and objective

- 1) The purpose of the Access and Inclusion Advisory Group (the group) is to provide strategic advice to Council on:
  - a) The implementation of the Town's Access and Inclusion Plan (AIP);
  - b) Continual improvement as an accessible and inclusive community; and
  - c) Specific items referred to the group by Town administration, including but not limited to development applications, plans for special events, identified Town initiated projects or programs, and proposals for works on Town managed property.
- 2) This advice is related to the following strategic outcomes from the Town's Strategic Community Plan 2017 – 2032:

CL02 – Communication and engagement with community.  
S03 – Facilitating an inclusive community that celebrates diversity.  
S04 - Improving access to arts, history, culture and education.

#### Membership

- 3) The group shall be comprised of:
  - a) Three (3) elected members
  - b) Up to Twelve (12) community members
  - c) Three (3) Town officers. Additional officers may be invited based on meeting agenda and priorities.

#### Term

- 4) All memberships are for a two-year term. Elected members are appointed following an ordinary local government election and community members are appointed the year following an ordinary local government election.

#### Roles and responsibilities

- 5) Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the group.
- 6) Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
- 7) In addition to these, the specific roles for each membership type are as follows:

- a) Elected members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Town-wide perspective, and ensures that delivery of the group's objective.
- b) Community members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
- c) Officers are responsible for conducting necessary research as required by the group, providing professional advice, and for administering meetings.

### **Meeting procedures**

- 8) The group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will be the person consulted on the day-to-day operations of the group and its required preparations, including the agenda, for its next meeting.
- 9) The group will meet quarterly or as required, upon the calling of the meeting by the presiding member.
- 10) A meeting quorum will be at least 50% of the participating members of the group. Recommendations of the advisory group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.
- 11) If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
- 12) Agenda items can be raised by any member of the group, for consideration of the presiding member, at least five (5) working days prior to a scheduled meeting.
- 13) The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note: verbatim minutes of discussion will not be taken).
- 14) The agenda and minutes of the meeting are to be prepared by the Town, as follows:
  - a) The agenda will be distributed no later than three working days before the meeting on the Town's website.
  - b) The minutes will be distributed no later than five working days after the meeting on the Town's website.
  - c) Both the agenda and minutes are to be developed in the prescribed form.
- 15) Meetings will only be open to members and not the general public, however the group may invite guests to meetings.
- 16) Overall group oversight is the responsibility of the Town's Chief Community Planner

## Reporting

- 17) The group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.

